

2013 EDITION

# UNIVERSITÉ JEAN MOULIN LYON 3

COMPRENDRE LE MONDE



WELCOME TO  
**LYON 3**  
INTERNATIONAL STUDENT WELCOME GUIDE

[WWW.UNIV-LYON3.FR](http://WWW.UNIV-LYON3.FR)



MANUFACTURE DES TABACS | SOUTH COURTYARD  
STUDENT WELCOME DAY 2012



## EDITORIAL

Studying at Jean Moulin Lyon 3 University is choosing a quality education, centred on innovative research, in a welcoming environment right in the heart of the historic city of Lyon.

With more than 25,000 students each year, Jean Moulin Lyon 3 University offers vocational courses, Bachelor's degrees, and Masters and PhD programs. Students can choose disciplines from our six faculties and schools, including: law, political science, philosophy, management, economy, business administration, languages, literature, history, geography-planning, information and communication.

Open to students from all across Europe and the world, Jean Moulin Lyon 3 University promotes multiculturalism. With more than 350 international partnerships in 57 countries across the five continents, Lyon 3 welcomes more than 4,000 foreign students with 130 different nationalities each year. Here, all our courses are largely focused on foreign language acquisition and students are encouraged to discover new horizons by undertaking a year, semester or internship abroad.

With the possibility of taking short or long courses in French or English, all international students coming to Jean Moulin University benefit from excellent study programs and special support from the International Relations team.

This welcome guide will provide you all the information you will need to prepare for your trip abroad and to inform you of all the facilities and services on offer, facilitating a quick and easy integration into life at Lyon 3. In addition, the International Relations team is there to support you every step of the way, from the minute you enrol and all throughout your study broad program.

The team at Lyon 3 looks forward to meeting you.

**Welcome to Jean Moulin Lyon 3 University!**

**Jacques COMBY**  
Jean Moulin University President

**Jean-Sylvestre BERGÉ**  
Vice-president and head of the International Relations Office

“It takes two to discover the truth:  
one to utter it and one to understand it.” Khalil GIBRAN



**LYON 3**  
**LEARNING WITHOUT BORDERS**

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more than just an education  
One university, 3 campuses



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*“When you work you are a flute through whose heart  
the whispering of the hours turns to music.”*

**Khalil GIBRAN**



**LYON 3**  
**LIBERATED LEARNING**



JEAN MOULIN LYON 3 STUDENTS ARE GIVEN EQUAL OPPORTUNITIES



# DISCOVERING THE JEAN MOULIN LYON 3 UNIVERSITY

Guide contents  
Jean Moulin Lyon 3 University,  
more than just an education  
One university, 3 campuses

## GUIDE CONTENTS

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This welcome guide is designed for all students from abroad that come to Jean Moulin Lyon 3 University, whether you are an exchange student or a non-exchange student.

- **Exchange students:** students coming to study at Jean Moulin Lyon 3 University through a partnership with their home university (see page 32 for more information)
- **Non-exchange students:** students coming to study at Jean Moulin Lyon 3 University that do not fall under the university partnership category or students partaking in a specific program (Global Cultural Studies, Comparative Cultural Studies...) (see page 34 for more information)

This welcome guide is designed to:

- Help you prepare for your stay in Lyon
- Give you some handy tips for when you arrive
- Assist you with settling into university life at Lyon 3
- Provide you with useful information for your stay in France

The International Relations team is at your disposal to help you every step of the way. Throughout your stay, feel free to contact the International Relations Office at any time (see page 51 for more information)

**Welcome and enjoy the reading!**

## ▣ JEAN MOULIN LYON 3 UNIVERSITY, MORE THAN JUST AN EDUCATION

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### AN EDUCATION OF YOUR CHOICE

A university specialising in **Human and Social Sciences** | **Programs** in Law | Political Science  
Economy | Business Administration | Management | Languages | Literature | History  
Geography | Planning & Development | Philosophy | Information and Communication

**13** Bachelor Degrees | **10** Vocational Degrees | **4** DUT - Technological University Degree  
**23** Masters Degrees | **14** PhD Degrees | **60** University diplomas

**6** Faculties and Schools: Law School | Faculty of Languages | Faculty of Arts and Civilisation  
Faculty of Philosophy | IAE - Business School | IUT - Institute of Technology

### AN EDUCATION WITHOUT BORDERS

**25,237** students | **4,214** international students from **130** different countries | **629** teachers  
**2,000** professionals | **350** partnerships in **57** countries across the **5** continents | **190** agreements in  
Europe | **22** languages taught | **645** PhD candidates | **38** overseas programs (*Jean Moulin Lyon 3  
University courses arranged at partner institutions abroad*) | **17** research teams

### AN EDUCATION YOU'LL ENJOY

**3** university campuses in the centre of Lyon and Bourg-en-Bresse | **4** university libraries  
**50** sporting and cultural activities | **60** students associations | **1** language centre | **1** university  
restaurant | **4** cafeterias... **and our mascot Max!**



## ONE UNIVERSITY, 3 CAMPUSES

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Jean Moulin Lyon 3 University offers a range of high quality courses across three sites located in the centre of Lyon and Bourg-en-Bresse. If you are studying in Lyon, your classes will take place at one of two campuses depending on your chosen course.

### THE "MANUFACTURE DES TABACS" CAMPUS

Opening hours: Monday to Friday from 7:30am to 9:00pm | Saturday from 7:30am to 5:00pm  
6 cours Albert Thomas | Lyon 8<sup>th</sup>

#### At the "Manu" you will find:

- **The International Relations Office**
- The Law School | Bachelor Degree
- The Faculty of Languages | Bachelor and Master's Degree
- The Faculty of Arts and Civilisation | Bachelor Degree and "Infocom" Studies-Communication Studies
- The Business School | Bachelor, Master's and PhD Degrees | Research Centre
- The Institute of Technology

Download the campus map from our website [www.univ-lyon3.fr](http://www.univ-lyon3.fr) > **International**

#### Arriving via public transport

- Metro line D | *Sans Souci* metro station
- Bus lines C6, C23, C25, 69 and 296 | *Manufacture des Tabacs* stop

For more information visit: [www.tcl.fr](http://www.tcl.fr)

### THE "SITE DES QUAIS" | RUE CHEVREUL

Opening hours: Monday to Friday from 7:30am to 9:00pm | Saturday from 7:30am to 5:00pm

#### 15 quai Claude Bernard | Lyon 7<sup>th</sup>

- Law School | Bachelor and Master's Degree | Research Centre
- Faculty of Philosophy

#### 7 rue Chevreul | Lyon 7<sup>th</sup>

- Faculty of Arts and Civilisation | Master's and PhD Degrees

#### Access via public transport

- Metro line D | *Guillotière - Gabriel Péri* metro station
- Tramline T1 | *Rue de l'Université* stop (for Quai Claude Bernard)
- Tramline T1 | *Quai Claude Bernard* stop (for Rue Chevreul)

For more information visit: [www.tcl.fr](http://www.tcl.fr)

## THE "BOURG-EN-BRESSE" CAMPUS | CEUBA

Opening hours: Monday to Friday from 7:30am to 9:00pm | Saturday from 7:30am to 12:00pm

*"Centre d'Études Universitaires de Bourg et de l'Ain"*

The "Charité" site | 2 Rue du 23<sup>e</sup> Régiment d'Infanterie | 01000 Bourg-en-Bresse

### Access via public transport

Bus line 2 | CEUBA - Charité stop

For more information visit: [www.tub-bourg.fr](http://www.tub-bourg.fr)





# PREPARING FOR YOUR ARRIVAL

Financing your trip  
Residence permit  
Insurance and Health  
Accommodation  
Daily life in Lyon

# PREPARING FOR YOUR ARRIVAL

Here are some useful tips to help you settle into university life in Lyon and to prepare you for your transition into French life and culture.

## FINANCING YOUR TRIP

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### PREPARING YOUR BUDGET

To live comfortably in Lyon, you should budget to spend around **600€ to 800€** a month on rent, food and social activities. When you arrive, expect to pay around **1,500€** for your first month to cover initial costs such as your deposit, rent and electricity and water bills.

### OPENING A FRENCH BANK ACCOUNT

It is a good idea to open a French bank account when you arrive in France as it will allow you to:

- Have a credit card and cheque book, which are useful means of payment
- Have a bank account number known as a "Relevé d'Identité Bancaire" (RIB) which you will need to receive reimbursements
- Receive automatic payment, rent assistance or medical reimbursement payments into your account
- Pay for rent, electricity, gas and other day-to-day expenses
- Withdraw cash

The welcome team will be able to give you some guidance

Ask your current bank for their IBAN (International Bank Account Number). You will need this to transfer money into your French bank account.

## EXAMPLES OF LIVING EXPENSES FOR A STUDENT (AMOUNTS GIVEN AS A ROUGH GUIDE)

RENT	From 300 to 500€ / month (varies per residence)
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MEALS From 150 to 200€ / month

ELECTRICITY, GAS, WATER	Around 30€ / month
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TELEPHONE, INTERNET From 20 to 30€ / month

TRANSPORT	28.10€ (student subscription) / month
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### EXCHANGE STUDENTS

REGISTRATION FEE Free from registration fee

SOCIAL SECURITY *	207€ only for non-European students or European students living outside of Europe
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SPORT (OPTIONAL) \* 35€

### NON-EXCHANGE STUDENTS

REGISTRATION FEE\* Bachelor: 181€ | Masters: 250€ | PhD: 380€

SOCIAL SECURITY *	207€
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SPORT (OPTIONAL)\* 35€

HEALTH CARE SERVICES*	5€
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\* Prices for 2012/2013

## RESIDENCE PERMIT

If you are not from a country in the European Economic Area, you will need to apply for a Student Long Stay Visa. The letter of acceptance from Jean Moulin Lyon 3 University will need to be submitted with your visa application to the French Consulate in your country. (Please note that visas can take several weeks to be issued).

### In France:

- **Long Stay Visa, with working permit:** students will have to go through the OFII\* procedure within the first three months of their stay in France. See contact details below.
- **Long Stay Visa, with residence card:** students will have to go through the OFII\* procedure to apply for their residence card within the first two months of their stay in France. See contact details below.
- **Long Stay Visa for minors:** students will have to go to the Prefecture to apply for their residence card. This process can take up to two months.

**Rhône Prefecture** | Immigration and Integration Services

97 Rue Molière | 69003 Lyon

Residence card application reception desk: Monday to Friday from 9:00am to 1:00pm

- **Long Stay Visa, with temporary residence permit exemptions:** students are not required to do anything when they arrive in France.

### CONTACT

**Mathilde PERCIVALLE**

Prefecture and OFII procedure correspondent

Tel: +33 (0)4 78 78 71 04 | [mathilde.percivalle@univ-lyon3.fr](mailto:mathilde.percivalle@univ-lyon3.fr)

From September to October, the "Espace Multiservices Étudiants" (EME) can help you apply for your residence permit | [www.lyoncampus.info](http://www.lyoncampus.info)

**NOTE:** once you have entered France, you should inform your consulate in Lyon of your arrival | [www.consulats-lyon.fr](http://www.consulats-lyon.fr)

\*OFII: *Office Français de l'Immigration et de l'Intégration* French Immigration and Integration Office

## INSURANCE AND HEALTH

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### SOCIAL SECURITY

#### European exchange students

Students already covered by their country's social security should obtain the **European Health Insurance Card (EHIC)** from their social security services provider before coming to France. This card ensures that students have health insurance in Europe, and also includes health cover for trips within the European Economic Area or Switzerland.

#### Non-European exchange students, European students living outside of Europe or non-exchange students

Students are registered under the social security scheme as soon as they have enrolled in a tertiary education program.

There are two bodies that govern student social security (compulsory) and health insurance (optional), including: LMDE ([www.lmde.com](http://www.lmde.com)) and SMERRA ([www.smerra.fr](http://www.smerra.fr)). Students are required to pay 207€ (price for 2012-2013) when they enrol or first arrive at Jean Moulin Lyon 3 University. (Please note: American Express cards are not accepted).

As soon as you are enrolled, you will receive a certificate from social security. Keep this in a safe place as you may need it throughout your stay.

**NB:** *students over 28 years of age do not fall under the same social security system. For more information, please visit the International Relations Office.*

**Health Insurance:** social security does not completely reimburse medical costs, however you can choose to pay for additional health insurance that reimburses all medical expenses.

### LIABILITY INSURANCE (ASSURANCE RESPONSABILITÉ CIVILE)

This insurance covers personal injuries or damage to property that may have been caused by you and is mainly encouraged for students who participate in sports. All foreign students have to provide the university with proof of liability insurance before their enrolment can be validated (see *housing insurance on page 23*).

## LYON 3 HEALTH CARE SERVICES

The Jean Moulin Lyon 3 University Health Care and Health Promotion facilities offer students a range of free services:

- Medical appointments
- General consultations for medical advice, certificates attesting the ability to practise sport, certificates for CROUS and work certificates
- Specialist consultations for dietary, psychiatric, psychological, gynaecological and nicotine addiction problems
- Medical Services (no appointment required) that provide first aid and free and anonymous screening. No appointment is required.

## CONTACTS

### Health Care Services | By appointment

Manufacture des Tabacs | Ground floor - Building EG

Tel: +33 (0)4 78 78 79 83

**Opening hours:** Monday to Thursday from 8:30am to 12:30pm and from 1:30pm to 5:45pm | Friday from 8:30am to 12:15pm

### Medical Services | No appointment required

Manufacture des Tabacs | 18 rue Rollet | Ground floor – Building B4

Emergency Tel: +33 (0)4 78 78 78 80

**Opening hours:** Monday to Thursday from 8:30am to 12:30pm and from 1:30pm to 4:55pm

## HEALTH CARE IN FRANCE

### Booking a medical appointment

If you need to make a medical appointment, the the International Relations Office can help you choose the right one.

- **Public medical clinics:** a consultation will cost you 23 €. However, you will be reimbursed up to 70% under the social security scheme.
- **Private medical clinics:** private clinics set their own consultation fees and are not reimbursed under the social security scheme.

If you need to see a doctor, ask if the medical practice is public

## How do I get reimbursed for a consultation?

### European exchange students

To receive your first reimbursement, you will need to go to the "Caisse Primaire d'Assurance Maladie" (CPAM) with your medical claim form\*, your French bank account number "Relevé d'Identité Bancaire" (RIB) and a copy of your European health insurance card. Your following reimbursement requests can be sent by mail to the following address.

### CONTACT

CPAM | International Relations Division | 12 rue d'Aubigny | 69003 Lyon  
Opening hours: Monday to Friday from 8:30am to 4:30pm

### Non-European exchange students, European students living outside of Europe or non-exchange students

After each consultation you will receive a medical claim form\* that you will have to fill out, sign and send to your SMERRA or LMDE social security centre. When you first do this, you will need to attach your French bank account number and you will be reimbursed directly into your account.

### CONTACTS

SMERRA | 5 cours Albert Thomas | 69008 Lyon  
LMDE | 6 rue Abondance | 69003 Lyon

## HOSPITALS

In France, there are public and private hospitals as well as private medical clinics, all of which you can access.

Before your first medical visit, make sure the hospital is public so that you will be reimbursed for your medical expenses.

## EMERGENCY

All medical institutions, public or private, can treat patients in emergency situations irrespective of their insurance. However, medical practitioners will evaluate the severity of the situation and whether it should be treated as an emergency or not. It is free to call the following emergency telephone numbers: **General emergencies: 112** | **Ambulance (SAMU\*\*): dial 15** | **Fire: dial 18** | **Police: dial 17**.

Emergency contact numbers are also available at [www.lyon.fr](http://www.lyon.fr) > Lyon pratique > numéro d'urgence

## PHARMACY

For any minor illnesses, you can visit your local pharmacy. The pharmacists can give you free medical advice and if necessary, they will advise you to consult a doctor.

\* A medical claim form known as "feuille de soins" is a document provided by your doctor that will enable you to be reimbursed for your medical expenses.

\*\*SAMU : "Service d'Aide Médicale Urgente" that provides urgent medical assistance

## 📌 ACCOMMODATION

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Lyon is a large city and finding the right accommodation can sometimes be difficult. It is a good idea to start looking for a place to live before you arrive and, if necessary, book some temporary accommodation until you find something permanent.

**There is a variety of accommodation options for you to choose from:**

- CROUS university residences
- Private university residences
- Apartments (via real estate agents or private companies)
- Shared houses
- Homestays

Exchange students have access to the Lyon III International Association (see page 44) that provides students with the assistance they need to find accommodation in the CROUS university residences, private residences or with a host family.

There is a service fee of 10€ and further costs are added when making a reservation such as a 20€ application fee and a 305€ deposit (compulsory reservation deposit that will be reimbursed at the end of your stay or deducted from your rent).

### **Lyon III International Association**

Housing officer: Thibaut ROBERT

Tel: +33 (0)4 26 31 86 34 | [logementri@univ-lyon3.fr](mailto:logementri@univ-lyon3.fr)

For more information contact: <http://associnterlyon3.univ-lyon3.fr>

### **Useful housing organisations:**

- **Le CROUS** | [www.crous-lyon.fr](http://www.crous-lyon.fr): public service that is there to answer any questions relating to student life, especially university residence applications. University residence applications can be submitted online each year between 15 January and 30 April.
- **Lokaviz** | [www.lokaviz.fr](http://www.lokaviz.fr): student-housing service that offers various types of accommodation.
- **Lyon Campus** | [www.lyoncampus.info](http://www.lyoncampus.info): Lyon organisation that helps students every step of the way, from accommodation and day-to-day life to residence permits. This organisation welcomes all foreign students at their "Espace Multiservices Étudiants" (EME) from the beginning of September to the end of October.
- **CRIJ** | [www.crijrhonealpes.fr](http://www.crijrhonealpes.fr): Rhône-Alpes youth information website providing useful information and offers.
- **CLLAJ** | [www.uncllaj.org](http://www.uncllaj.org): website providing you with handy tips whilst you are looking for a place to live.

Legal information concerning your accommodation rights is available from the Regional Agency for Information on Housing - ADIL | [www.adil69.org](http://www.adil69.org)

## HOUSING TAX (*TAXE D'HABITATION*)

In France, residences are subjected to a housing tax that is calculated according to the amount of rent paid by the student. As a general rule, this amount is around the equivalent of one month's rent, which varies depending on the suburb you live in. This tax is due on the 1 January, the year following the beginning of your tenancy, and therefore you may receive a tax assessment notice once you have returned to your home country.

## HOUSING INSURANCE (*ASSURANCE HABITATION*)

Housing insurance is compulsory in France and therefore students are required to take out housing insurance. It covers public liability insurance that students require to validate their enrolment at Jean Moulin Lyon 3 University.

## RENT ASSISTANCE (*AIDE AU LOGEMENT*)

As a student in France you can benefit from receiving rent assistance\*. This payment will appear in your account each month, but note that it will take approximately two months for you to start receiving payments.

After having signed your rental contract, you can start your rent assistance application online. You will need to fill out a form, print and send it off along with any other documents required. If you are not a European citizen, you will also have to send a photocopy of both sides of your valid residence permit.

For any enquiries, visit the "Caisse d'Allocation Familiale"(CAF): CAF | [www.caf.fr](http://www.caf.fr)

## ACCOMMODATION EXPENSES

### Fees and charges (*frais de dossier*)

You may be charged a reservation fee for certain residences and apartments. These fees vary between residences and agencies and cover costs related to the management of the property, the inventory of fixtures drawn up upon your arrival and departure, repair work to communal areas etc.

### Deposit (*caution*)

You will be required to pay a deposit for your rental property, which will cover any eventual costs relating to damage to the property or unpaid rent. This sum usually amounts to one or two month's worth of rent and should be paid when the contract is signed, before moving into the residence. Your deposit will be given back to you within the two months following your departure and once the inventory of fixtures has been agreed upon.

\* If you have a visa with a temporary residence permit exemption you are not eligible to receive rent assistance payments from the CAF.

## MOVING IN & MOVING OUT

### Landlord (*bailleur*)

Owner of the property

### Rental contract and lease (*contrat de location, bail*)

A binding document that outlines the rights and responsibilities of tenants and landlords.

### Inventory of fixtures (*états des lieux*)

When you move into your residence you will have to agree upon an inventory of fixtures with the owner or real estate agent. This describes the state of the residence and any eventual property such as dishwashers, furniture etc. The inventory of fixtures should be as precise as possible to avoid any litigation occurring at the end of the tenancy and it must be drawn up upon the arrival and departure of the tenant.

### Departure notice (*préavis*)

When it comes time for you to move out, you will need to give your landlord prior departure notice so that he/she can arrange to end your lease. This letter can be sent by registered post and should specify when you intend to leave the residence. Departure notices must be given in advance and their timeframe is subjected to the conditions of the rental contract.

## 📌 DAILY LIFE IN LYON

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### FOOD

The French usually have three meals a day: breakfast in the morning, lunch between 12:00pm and 2:00pm and dinner between 7:00pm and 9:00pm.

France, and particularly Lyon, is renowned for its gastronomy. There are many traditional restaurants, locally known as "Bouchons", where you can discover typical Lyonnais cuisine.

#### There are several places where you can go food shopping in Lyon:

- Local bakeries, butchers etc.
- Small inner-city convenience stores (however they can be more expensive)
- Discount supermarkets located in the city centre and suburbs (affordable prices for students)
- Hypermarkets within large shopping centres, also known as "grandes surfaces" that are usually located on the outskirts of Lyon (affordable prices and a large selection of products)
- There are many food markets in Lyon that sell local produce

Here is an example of the costs of some food items: baguette 0.80€ to 1.50€; 1 litre of milk 0.70€; sandwich from 2.50€; coffee 0.70€ to 1.70€; meal at university restaurant 3.10€.

## TELEPHONE AND INTERNET

To call from abroad, you will need to add **00 33** and remove the first 0 from the number you wish to call. For example: to call the number 04 78 78 78 78, dial 00 33 4 78 78 78 78.

Numbers starting with **04 and 09** are landlines.

Numbers starting with **06 and 07** are mobile phones.

If you wish to go on a mobile phone plan, French telephone operators can help you get connected. We advise that you shop around to compare prices and read the terms and conditions.

If you decide not to go on a plan, you can also opt for a pre-paid SIM card.

If you want to combine your Internet, telephone and TV all on the one plan you can do so for a cost of around 20€ to 30€ a month.

Wi-Fi is accessible at all Lyon 3 campuses.

## GETTING AROUND

### Public transport

The metro, tram and bus systems make it easy to get around Lyon and its suburbs. Students under 28 years of age can subscribe to the "Campus" student pass for 28.10€ per month. Other offers are available such as buying single tickets or tickets in packs of ten, or a weekly pass.

**For more information visit the TCL website (Lyon Public Transport) | [www.tcl.fr](http://www.tcl.fr)**

### Bikes

A great way to travel around Lyon is by using the "Vélo'v" public bicycles. This bike-hiring system allows you to hire and return bikes 24 hours a day, 7 days a week, from any of the 300 stations in the city. Another bonus about using "Vélo'v" is that the first 30 minutes are free if you get the pass!

**For more information visit [www.velov.grandlyon.com](http://www.velov.grandlyon.com)**

### Trains

Visiting the local region and also other areas of France is easy by train. A return ticket Lyon-Paris will cost around 60€ with the "Carte 12-25" (a card for 12 to 25 year olds for reduced fares).

**For more information visit [www.voyages-sncf.com](http://www.voyages-sncf.com) | [www.ter-sncf.com](http://www.ter-sncf.com)**

### Cars | Ride-sharing

Ride-sharing is another excellent means of touring around France and the region.

**For more information visit [www.covoiturage.fr](http://www.covoiturage.fr) | [www.covoiturage-grandlyon.com](http://www.covoiturage-grandlyon.com)**

## THE "ESPACE MULTISERVICES ÉTUDIANT"

The "Espace Multiservices Étudiant" (EME) welcomes students to Lyon every year. Between September and October only, this centre helps students settle into life in Lyon and provides information on:

- residence permit renewal
- accommodation
- rent assistance (organisation of application forms)
- accommodation and student job offers
- culture and leisure
- health
- transport

### CONTACT

EME | Espace Multiservices Étudiant

25 rue Jaboulay | 69007 Lyon

[www.lyoncampus.info](http://www.lyoncampus.info) > Espace Multiservices Étudiant

## ELECTRICAL CONNECTION

Voltage: 220-230 volts | Frequency: 50 hertz

## STUDENT LIFE AT LYON

Throughout the entire year, there are many not-to-be-missed events held in Lyon such as: Nuits des étudiants du monde, Fête des lumières, Nuits sonores, Biennale de la danse and Nuits de Fourvière.

Other things to discover in Lyon are: Parc de la Tête d'or, Vieux Lyon (the Old City), museums, Rhône quays, cinemas, theatres and the Opera.

### Useful websites:

- Lyon Tourism Office | [www.lyon-france.com](http://www.lyon-france.com)
- City of Lyon | [www.lyon.fr](http://www.lyon.fr)
- Lyon Campus | [www.lyoncampus.info](http://www.lyoncampus.info)

The Culture Pass allows you to choose 4 shows throughout the year for just 16€. Visit "the Manufacture des Tabacs" Cultural Office or the International Relations Office for more information.







# STUDYING AT LYON 3

Arriving at Lyon 3

Student card

Students with a disability

Higher education in France

Exchange students

Non-exchange students

## 📌 ARRIVING AT LYON 3

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After arriving in Lyon, one of the first things you should do is go and visit the International Relations Office at Jean Moulin Lyon 3 University (see page 50 for how to get there). The welcome desk will give you general information to help you settle in and adjust to your new life. You will also meet your geographical coordinator (see contacts on page 51) who will guide you through the administrative process, including your enrolment, classes etc.

### Important | Arrival dates in France

**You must arrive in France no later than:**

- 3<sup>rd</sup> September for the 1st semester (autumn: September to January)
- 6<sup>th</sup> January for the 2nd semester (spring: January to June)

## STUDENT WELCOME DAY

Every year in September, Jean Moulin Lyon 3 University organises a welcome day with fun activities and is a great way to meet other international students and also French students. You will be informed of the exact date and program details when you arrive.

**Join us on Facebook to get all the information first-hand !**

## 📌 STUDENT CARD

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Students can collect their student cards from the International Relations Office if all of their enrolment details have been finalised before their arrival. If your enrolment has not yet been finalised, the staff at the International Relations Office will assist you in your enrolment process.

**This multi-services card allows you to:**

- have your 7-digit student number on you all the time
- load money onto your card to use at the Crous university restaurants - RU or Bistrot U (see page 45) you can ask the International Relations Office where you can recharge your card.
- borrow books and documents from the university libraries

### Login and password

The 7-digit number on your student card is your login that will allow you to connect to the Intranet or Wi-Fi (see page 38). Upon arrival and after you have enrolled, you will be given your password that follows the format of your date of birth DDMMYYYY. For example, 01 January 1990 = 01011990

If you lose your student card, go to the "objets trouvés" on 6 Rue Rollet or the reception desk at one of the other campuses.

## STUDENTS WITH A DISABILITY

Educational programs and materials have been adapted to help people with disabilities ease into university life. Some of the facilities that are available are: assistants, special arrangements for exams, Braille transcription, loaning specialised material (elevator keys, photocopy card etc.), loaning laptops during exam periods, breaks integrated into work sessions, assistance with day-to-day life etc.

### CONTACT

**Student Disability Services** | Magali Lastricani-Jolivet  
Manufacture des Tabacs | South Yard  
Tel: +33 (0)4 78 78 78 01 | [magali.lastricani@univ-lyon3.fr](mailto:magali.lastricani@univ-lyon3.fr)

## HIGHER EDUCATION IN FRANCE

### COURSE OUTLINE

The courses that are offered at Jean Moulin Lyon 3 University are structured under the European education system and follow the format Bachelor-Masters-PhD.

- Bachelor: 3 years or 6 semesters after secondary school
- Masters: 2 years or 4 semesters after a Bachelor's degree
- PhD: 3 years after a Masters degree

### SEMESTERS

All degrees are broken up into semesters (2 semesters: autumn and spring). One semester is equivalent to 30 ECTS\* credits.

	SEPTEMBER TO JANUARY Autumn Semester	JANUARY TO JUNE Spring Semester
<b>BACHELOR 1<sup>ST</sup> YEAR</b>	Semester 1 = 30 ECTS credits	Semester 2 = 30 ECTS credits
<b>BACHELOR 2<sup>ND</sup> YEAR</b>	Semester 3 = 30 ECTS credits	Semester 4 = 30 ECTS credits
<b>BACHELOR 3<sup>RD</sup> YEAR</b>	Semester 5 = 30 ECTS credits	Semester 6 = 30 ECTS credits
<b>MASTERS 1<sup>ST</sup> YEAR</b>	Semester 1 = 30 ECTS credits	Semester 2 = 30 ECTS credits
<b>MASTERS 2<sup>ND</sup> YEAR</b>	Semester 3 = 30 ECTS credits	Semester 4 = 30 ECTS credits

\* ECTS (European Credit Transfer System)

## COURSE UNITS

Semesters are composed of course units called "Unités d'Enseignement"(UE) and you can choose from the following:

- "Unité d'enseignement fondamentales"(UEF): Basic course units (core subjects)
- "Unité d'enseignement complémentaires"(UEC): Additional course units (complementary subjects to UEF units)
- "Unité d'enseignement d'ouverture"(UEO): Advanced course units (initiation or consolidation subjects)

## COURSE STRUCTURE

Classes are broken up into lectures known as "Cours Magistraux"(CM), which usually take place in the amphitheatres, and tutorials known as "Travaux Dirigés"(TD), which is when students carry out practical work exercises in smaller groups.

## EXAM RESITS

If you failed an exam you have the possibility to resit the exam. Exam resits are planned for the beginning of July, therefore if you are coming to Lyon for a full university year it is a good idea to plan to leave after the exam resit period. Note: The Business School (IAE) and the SELF program do not have an exam resit session.

## EXCHANGE STUDENTS

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### DEUF PROGRAM STUDENTS

#### DEUF: Diplômes d'Études Universitaires Françaises

This program, which is run entirely in French, is offered to Bachelor and Masters students coming to study at Lyon 3 for a semester or a year. You can choose classes in business administration, philosophy, languages, law, political science, literature, information and communication, history and geography from within the different faculties and schools.

#### Information Session

Information sessions are compulsory and take place at the beginning of semester. At this session you will receive a list of your tutors that will assist you in choosing courses, logging in online and organising your timetable. You will be informed of the session date when you arrive.

#### Class Choices

After meeting with your tutor, you can select your classes online via the student Intranet (see page 38). You will have to register your courses on intranet at the beginning of October for 1st semester and the beginning of February for 2nd semester.

To find out more you can refer to the course outline on the university website

[www.univ-lyon3.fr](http://www.univ-lyon3.fr) > International > Venir étudier à Lyon 3 > En programme d'échange > DEUF

You will need to validate your class with your zone coordinator, in November for 1st semester and in March for 2nd semester, to enrol for exams.

### Erasmus Students

Erasmus students will also have to fill out their learning agreements.

### CONTACT

**Chantal ORTILLET**

Tel: +33 (0)4 78 78 70 08 | [chantal.ortillet@univ-lyon3.fr](mailto:chantal.ortillet@univ-lyon3.fr)

## SELF PROGRAM STUDENTS

### SELF: Study in English in Lyon, France

This program is run in English and designed for undergraduate students who are not specialising in French. It is run for one semester only and allows students to develop their competences in law, business administration and human sciences.

### Information Session

You will be notified by mail in either July or December (depending on which month you arrive) of the information session date and the program for orientation week. Information sessions are compulsory and consist of a presentation of the SELF program and the university. The agenda for orientation week will be given to students at the information session.

**A second session** will be organised to help you choose your classes and finalise your course enrolment.

### Orientation Week

Orientation week consists of French test "Français Langues Etrangères" (FLE), Introduction to French culture classes, Intensive FLE classes, session on the Digital work environment, Campus tour, Library tour

### CONTACT

**Sophie VÉRON**

Tel: +33 (0)4 26 31 86 37 | [sophie.veron@univ-lyon3.fr](mailto:sophie.veron@univ-lyon3.fr)

**For more information visit:**

[www.univ-lyon3.fr](http://www.univ-lyon3.fr) > International > Venir étudier à Lyon 3 > En programme d'échange > SELF

## NON-EXCHANGE STUDENTS

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Once you have been accepted you will have to complete your enrolment by connecting to the enrolment portal on the university website, which opens on 6 July.

When your online application has been completed, you will need to come in person to finalise your enrolment. You will need to bring with you your valid study visa or residence permit and once you have done that you will be able to receive your student card.

### Information Session

Information sessions are organised by the International Relations Office and are for the benefit of new students enrolled at Lyon 3. These meetings are compulsory and provide students with important information about the university and the school year ahead.

### Orientation Session

Each faculty and school has their own compulsory information session at the beginning of each semester to inform students of how lessons will be structured and their class timetable. Students will be notified of their orientation session date when they arrive.

### For more information visit:

[www.univ-lyon3.fr](http://www.univ-lyon3.fr) > International > Venir étudier à Lyon 3 > Hors programme d'échange

## SPECIFIC PROGRAMS\*

If you have any questions regarding your enrolment, the International Relations Office is there to answer any questions you may have. You will be sent an email with more information before you arrive.

Information sessions are held for each specific program.

## CONTACTS

**DEUF and CILF\* programs | Chantal ORTILLEZ**

Tel: +33 (0)4 78 78 70 08 | [chantal.ortillez@univ-lyon3.fr](mailto:chantal.ortillez@univ-lyon3.fr)

**SELF, Global Cultural Studies, Comparative Cultural Studies programs | Sophie VERON**

Tel: +33 (0)4 26 31 86 37 | [sophie.veron@univ-lyon3.fr](mailto:sophie.veron@univ-lyon3.fr)

\*DEUF, SELF, Global Cultural Studies, Comparative Cultural Studies, "Certificat d'initiation à la langue française" (CILF) programs







# FACILITIES

Digital work environment  
University libraries  
Perfect your foreign languages

## DIGITAL WORK ENVIRONMENT (ENT)

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### YOUR LYON 3 E-MAIL ADDRESS

After enrolling at Lyon 3, you will be given a personal email address that will appear on your student card: **firstname.lastname@etu.univ-lyon3.fr**

It is a good idea to check your emails regularly as the university will use this as the main point of contact to send you important information throughout the year. You can access your inbox via the student Intranet Net<sup>3</sup>.

### STUDENT INTRANET NET<sup>3</sup>

One benefit of being a student at Lyon 3 is that you have access to the student Intranet. Once enrolled, you can access the Intranet via <http://net3.univ-lyon3.fr> or from the university website.

Username: the 7-digit student number that appears on your student card

Password: your date of birth in the format of DDMMYYYY (e.g. 01 January 1990 = 01011990).

### FREE WIFI ACCESS

Wi-Fi is available all throughout the "Manufacture des Tabacs" campus as well as in the buildings at the "15 Quai Claude Bernard" campus, the "Rue Chevreul" and the "Bourg-en-Bresse" (CEUBA) campus. Connect to the university network with your username and password as explained above.

### VIRTUAL OFFICE

The Virtual Office aims to facilitate individual and group work. It can be accessed via the Intranet and provides students with a variety of online working tools that they can use off-campus. This online storage space is ideal for keeping personal documents, calendars, group work, etc.

**Connect to Net<sup>3</sup> and click on "Bureau Virtuel" to logon.**

### EDUCATION PORTAL

The Education Portal contains all information linked to students' degrees. Here, students can change their password, print out university certificates and view their classes.

**Connect to Net<sup>3</sup> and click on "Portail Scolarité" to logon.**

## COMPUTER LABS

Computer rooms are available at the following university campuses:

- The "Manufacture des Tabacs" campus | Rooms 310 and 266
- The "Site des Quais" | Micro room 2 on the lower ground floor of the south wing
- The "Bourg-en-Bresse" campus

Enquire at the International Relations Office for the computer rooms' opening hours.

## UNIVERSITY LIBRARIES

Once enrolled at Jean Moulin Lyon 3 University, you will automatically have access to the university libraries.

These libraries are great environments for work and research at all the Lyon 3 campuses and students can also easily print off documents using their student cards.

## SERVICES AVAILABLE

- Books, DVDs, language-learning kits and journals can be borrowed and are classified under one of the following disciplines: law, business administration, philosophy, languages, literature or human sciences
- Databases can be accessed on-site or via the Intranet Net3
- Catalogues, databases, electronic journals and books are available online through the virtual library
- Study rooms equipped with computers enable students to access online documents and resources
- Reading rooms for browsing journals and magazines
- Group work areas
- Cartographic rooms for students studying geography
- Library news and events available on Facebook and Twitter

You can access your library account via the student Intranet Net<sup>3</sup>.

Please visit: <http://scd.univ-lyon3.fr>

## LIBRARY LOANS

The library allows you to borrow up to **10 documents for a period of 14 days**. However, some books can only be borrowed for a maximum of 3 days, including encyclopedias and dictionaries. Journals are only available for on-site browsing.

Documents can be borrowed and renewed at the loan desk or from one of the automatic self-service loan machines.

Overdue library loans will result in students being suspended from borrowing documents from the library. The length of this suspension will depend on how overdue the library loans are. If a book is lost, students will be asked to replace or pay for the book.

## VIRTUAL LIBRARY

The Virtual Library allows students to access resources from a variety of disciplines off-campus. Available resources include: catalogues, databases, electronic journals in full-text format, electronic books and theses.

## OPENING HOURS

### "Manufacture des Tabacs" Library | 6 Cours Albert Thomas | Lyon 8<sup>th</sup>

Monday to Friday from 8:30am to 7:00pm | Saturday from 9:30am to 5:00pm

Monday to Friday evenings until 9:00pm from November to May

[bu.manufacture@univ-lyon3.fr](mailto:bu.manufacture@univ-lyon3.fr)

### Law and Philosophy Library | 15 Quai Claude Bernard | Lyon 7<sup>th</sup>

Monday to Friday from 8:30am to 7:00pm | Saturday from 9:30am to 5:00pm

[spquai@univ-lyon3.fr](mailto:spquai@univ-lyon3.fr)

### Languages and Literature Library | 13 Rue Bancel – Lyon 7<sup>th</sup>

Monday to Friday from 8:30am to 7:00pm

[spquai@univ-lyon3.fr](mailto:spquai@univ-lyon3.fr)

### CEUBA Library | 2 Rue du 23<sup>e</sup> R.I. | 01000 Bourg-en-Bresse

Monday to Friday from 8:00am to 6:30pm | Saturday from 9:00am to 12:00pm

[frederique.revel@univ-lyon3.fr](mailto:frederique.revel@univ-lyon3.fr)

**NOTE:** University library opening hours are subject to change during university holiday periods.

## PERFECT YOUR FOREIGN LANGUAGES

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If you wish to improve your French or any other foreign language, come along to our Language Centre! Here, students can enhance their language skills by using the computers, audio headsets, DVDs, software and language-learning kits that are on offer.

**27 languages available:** German, English, Arabic, Bulgarian, Cantonese, Chinese, Korean, Croatian, Danish, Spanish, French, Greek, Hebrew, Hindi, Hungarian, Italian, Japanese, Dutch, Norwegian, Polish, Portuguese, Romanian, Russian, Swedish, Czech, Turkish, Vietnamese.

### CONTACT

#### Language Centre

Manufacture des Tabacs | Room 219 – 2nd floor | Building B

Tel: +33 (0)4 78 78 73 87 | [maison-des-langues@univ-lyon3.fr](mailto:maison-des-langues@univ-lyon3.fr)

**Opening hours:** Monday to Thursday from 8:00am to 7:00pm | Friday from 8:00am to 6:00pm, from the beginning of September until mid-June (closed during university holiday periods).





# SETTLING

## INTO CAMPUS LIFE

Student associations

Culture at Lyon 3

Eating on campus

Sports

## ▣ STUDENT ASSOCIATIONS

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A great way to meet new people and settle into campus life at Lyon 3 is by getting involved in student associations. There are more than 50 student associations on offer at Jean Moulin Lyon 3 University, that focus on culture, sport, social activities and sustainable development.

**For more information visit:** [www.univ-lyon3.fr](http://www.univ-lyon3.fr) > [vie du campus](#)

## LYON III INTERNATIONAL ASSOCIATION

The Lyon III International Association is there to help exchange students while they are studying at Lyon 3. This association assists students in settling into Lyon and student sponsorship, as well as organising events and cultural visits. There is a 10€ membership fee and they also offer an orientation class (cost 210€) designed for students enrolled in the DEUF program to prepare them for their studies in France.

**For more information visit:** <http://associnterlyon3.univ-lyon3.fr>

## ▣ CULTURE AT LYON 3

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If you want to discover French culture or art, why not get involved in some of the workshops and events organised by the Jean Moulin University Cultural Office?

There are a number of free workshops on offer in the fields of orchestra, theatre, visual arts, cinema and writing. Also throughout the year there are a lot of events on in Lyon such as concerts, theatre productions, exhibitions, conferences, Lyonnais heritage and cultural events, shows and museum visits.

## CONTACTS

**Cultural Affairs Centre | Christine DURAND**

Manufacture des Tabacs | Ground floor – Building E

Tel: +33(0)4 78 78 71 68 | [christine.durand@univ-lyon3.fr](mailto:christine.durand@univ-lyon3.fr)

### **Cultural Office**

Information, Enrolment & Enquiries

Manufacture des Tabacs | 18 Rue Rollet

Tel: +33 (0)4 78 78 78 00 | [pointculture@univ-lyon3.fr](mailto:pointculture@univ-lyon3.fr)

**Opening Hours:** Monday 2:00pm to 5:00pm | Tuesday to Thursday 9:30am to 5:00pm | Friday 9:30am to 12:00pm

**For more information:** [Intranet Net<sup>3</sup>](#) > [Culture](#)

*"Bulletin Culture":* programs of the cultural events at Lyon 3, are available at the Cultural Offices at the International Relations Office reception desk or from around the student campuses.

## EATING ON CAMPUS

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Eating on campus at Lyon 3 is cheap and easy. There are a number of university cafés that offer a variety of food options, including full meals, salads, sandwiches, snacks, pizzas, coffee and pastries. *Bon appétit !*

### THE "MANUFACTURE DES TABACS " CAMPUS

#### The Manu's RESTO'U (CROUS)

Level -1 – Building EG

**Opening Hours:** Monday to Friday from 11:15am to 2:15pm

#### The Manu's BISTROT'U (CROUS)

North courtyard | Level -1 – Building C

**Opening Hours:** Monday to Thursday from 7:30am to 6:00pm | Friday from 7:30am to 5:00pm

#### The Manu's CLUB CAF'ET

Manufacture des Tabacs | Building B

**Opening Hours:** Monday to Friday from 7:30am to 6:00pm

### THE "SITE DES QUAIS"

#### The Quay's CLUB CAF'ET

15 Quai Claude Bernard | Level -1

**Opening Hours:** Monday to Friday from 7:30am to 5:00pm

#### The Quay's CAFET (CROUS)

16 Quai Claude Bernard | Lyon 7th

**Opening Hours:** Monday to Friday from 8:00am to 6:00pm

#### CAFET COM'ET (CROUS)

25 Rue Jaboulay | Lyon 7th

**Opening Hours:** Monday to Friday from 10:30am to 2:00pm

### THE "BOURG-EN-BRESSE" CAMPUS

#### RESTO'U at Bourg-en-Bresse (CROUS)

8 Rue des Chrysanthèmes | 01000 Bourg-en-Bresse

**Opening Hours:** Monday to Friday from 11:30am to 2:00pm

Free shuttle bus service for CEUBA students.

## SPORTS

There are a large number of sports available to students. Enrolment costs 35€ for one year, and you can participate in a wide range of sports. You will be given a sports card, which you will need to present at the beginning of each sport session. The sports schedule is available on the student Intranet Net<sup>3</sup> in the sports section.

### SPORTS AVAILABLE\*

**Sports teams (mixed):** basketball, volleyball, futsal, handball, football, rugby

**Fitness:** zumba, step, gymnastics, legs-bums-tums, weight training, water aerobics

**Dance:** modern jazz, street jazz, fitness dance (rock, samba, tango)

**Combat sports:** aikido, French boxing, fencing, karate, taekwondo

**Racket sports:** tennis, table tennis, badminton

**Individual sports:** athletics, swimming, synchronised swimming, climbing, shooting

**Relaxation exercises:** yoga, tai chi

**Interuniversity sports** in partnership with Lyon 1 and Lyon 2 Universities: horse riding, golf and diving (with additional fees); judo, water polo, and floor hockey.

### CONTACT

#### Sports Centre

Manufacture des Tabacs | Level -1 – Building 5

Tel: +33 (0)4 78 78 78 50 | [sport@univ-lyon3.fr](mailto:sport@univ-lyon3.fr)

Throughout the year, the sports association offers students a number of activities: ski trips, Lyon 3 sports contests, dance workshops, running events, sports tournaments, rock climbing trips etc. **Sign up today!**

\*These sports activities are available to students at the Lyon campuses. For students at the "Bourg-en-Bresse" campus, only badminton and futsal are available.







# IMPORTANT INFORMATION

How to get to Jean Moulin Lyon 3 University  
Accommodation upon arrival  
Contacts

## 📍 HOW TO GET TO JEAN MOULIN LYON 3 UNIVERSITY

### ARRIVING FROM LYON - SAINT-EXUPÉRY AIRPORT

The Rhônexpress tram transports passengers from the Lyon - Saint-Exupéry Airport to the centre of Lyon, next to the Part-Dieu train station, in about 30 minutes. For people aged between 12 and 25, a one-way ticket will cost 11.50€ when purchased online and 12.50€ when purchased from a ticket machine. If you are over the age of 25, tickets will cost you 13.50€ or 15€. (Prices for 2013)

**For more information visit:** [www.rhonexpress.fr](http://www.rhonexpress.fr)

Taxis are also available to take you directly to your destination from the airport. Taxi fares from the airport cost around 50€.

### GETTING TO THE "MANUFACTURE DES TABACS" CAMPUS | INTERNATIONAL RELATIONS OFFICE

#### From the Part-Dieu train station (Lyon's main train station)

- Take the metro line B, direction *Stade de Gerland* | Change at the *Saxe-Gambetta* metro station and then take line D, direction *Gare de Vénissieux* | Get off at the *Sans-Souci* metro station. Follow the boulevard in the direction of the traffic until you reach the "Manufacture des Tabacs" campus.
- Alternatively, take the C25 bus, direction *Saint-Priest Plaine de Saythe* or the C6 bus, direction *Jet d'eau Mendès France* | Get off at the *Manufacture des Tabacs* stop (4th stop).

#### From the Perrache train station

- Take the metro line A, direction *Laurent Bonnevey* | Change at the *Bellecour* metro station and then take line D, direction *Gare de Vénissieux* | Get off at the *Sans-Souci* metro station. Follow the boulevard in the direction of the traffic until you reach the "Manufacture des Tabacs" campus.

**For more information visit:** [www.tcl.fr](http://www.tcl.fr)

If you wish to leave your bags at the luggage services, **enter the "Manufacture des Tabacs" campus via 6 Rue Rollet** and you can leave your luggage there for the day.

**Opening Hours:** Monday to Friday from 8:00am to 6:00pm

#### Appointments at the International Relations Office

When arriving via the 6 Rue Rollet entrance, walk straight ahead into the north courtyard (there is a large sculpture in the centre). Turn left and continue straight ahead until you reach the second south courtyard (with the Jean Moulin fountain). Cross the courtyard and you will find the International Relations Office on the opposite side.

**Opening Hours:** Monday to Friday from 9:00am to 5:00pm.

## ACCOMMODATION UPON ARRIVAL

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Some rental contracts start on the 1st of the month, so if you arrive at the end of the month it is a good idea to stay in a hotel or youth hostel for a few days until the start of the next month.

### SOME USEFUL ADDRESSES

#### Auberge de Jeunesse du Vieux Lyon

41/45 Montée du Chemin Neuf | 69005 Lyon | Tel: +33 (0)4 78 15 05 50

From 22€ per night with breakfast included. Maximum length of stay is 6 days.

#### Homestay for one to several nights

Couch Surfing | [www.couchsurfing.org](http://www.couchsurfing.org)

#### Hotels

There are many hotels located near the "Manufacture des Tabacs" campus and the Part-Dieu train station, which will cost you a minimum of 50€ per night with breakfast included. For further advice, contact the International Relations Office.

## CONTACTS

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### INTERNATIONAL RELATIONS OFFICE CONTACT DETAILS

#### ⦿ WELCOME DESK

Incoming Student | DEUF Program | CILF

Chantal ORTILLETZ

Tel: +33 (0)4 78 78 70 08 | [chantal.ortilletz@univ-lyon3.fr](mailto:chantal.ortilletz@univ-lyon3.fr)

#### Reception Desk

Michael FAURE

Tel: +33 (0)4 78 78 73 93 | [michael.faure@univ-lyon3.fr](mailto:michael.faure@univ-lyon3.fr)

#### General Enquiries, residence permits, OFII

Mathilde PERCIVALLE

Tel: +33 (0)4 78 78 71 04 | [mathilde.percivalle@univ-lyon3.fr](mailto:mathilde.percivalle@univ-lyon3.fr)

# IMPORTANT INFORMATION

## ◉ ERASMUS

### **Coordinator for Spain, Portugal, Italy, Greece, Cyprus, Malta and Turkey**

Mireille CORTICCHIATO

Tel: +33 (0)4 78 78 70 71 | [mireille.corticchiato@univ-lyon3.fr](mailto:mireille.corticchiato@univ-lyon3.fr)

### **Coordinator for the United-Kingdom, Ireland, Ukraine and Russia**

Doroteya OBRESHKOVA

Tel: +33 (0)4 78 78 73 72 | [doroteya.obreshkova@univ-lyon3.fr](mailto:doroteya.obreshkova@univ-lyon3.fr)

### **Coordinator for German-speaking countries, Northern Europe and Central and Eastern Europe**

Anca-Laura STOIAN

Tel: +33 (0)4 26 31 86 28 | [anca-laura.stoian@univ-lyon3.fr](mailto:anca-laura.stoian@univ-lyon3.fr)

## ◉ OUTSIDE EUROPE

### **Coordinator for North America and South Africa**

Laetitia BELOT

Tel: +33 (0)4 26 31 85 72 | [laetitia.belot@univ-lyon3.fr](mailto:laetitia.belot@univ-lyon3.fr)

### **Coordinator for India**

Martine PES

Tel: +33 (0)4 78 78 72 04 | [martine.pes@univ-lyon3.fr](mailto:martine.pes@univ-lyon3.fr)

### **Coordinator for Central and Latin America, Australia, New Zealand**

Julie PONTVIANNE

Tel: +33 (0)4 78 78 70 34 | [julie.pontvianne@univ-lyon3.fr](mailto:julie.pontvianne@univ-lyon3.fr)

### **Coordinator for Asia**

Lucien YANG

Tel: +33 (0)4 78 78 75 28 | [lucien.yang@univ-lyon3.fr](mailto:lucien.yang@univ-lyon3.fr)

### **Coordinator for the Middle East**

Alida SAHLI

Tel: +33 (0)4 78 78 72 87 | [alida.sahli@univ-lyon3.fr](mailto:alida.sahli@univ-lyon3.fr)

## ◉ SELF PROGRAM

### **Coordinator of the SELF Program**

Sophie VERON

Tel: +33 (0)4 26 31 86 37 | [sophie.veron@univ-lyon3.fr](mailto:sophie.veron@univ-lyon3.fr)

## IMPORTANT CONTACTS DETAILS AT LYON 3

### ⦿ LYON 3 EMERGENCY

Fire, theft, violence, technical issues  
Tel: +33 (04) 78 78 78 18

### ⦿ MEDICAL SERVICES

Manufacture des Tabacs | Building B4 – Ground floor  
Tel: +33 (04) 78 78 78 80

### ⦿ SPORTS CENTRE

Manufacture des Tabacs | Level 1 – Building 5  
Tel: +33 (04) 78 78 78 50 | [sport@univ-lyon3.fr](mailto:sport@univ-lyon3.fr)

### ⦿ CULTURAL OFFICE

Manufacture des Tabacs | Ground floor  
Tel: +33 (0)4 78 78 78 00 | [pointculture@univ-lyon3.fr](mailto:pointculture@univ-lyon3.fr)

### ⦿ LANGUAGE CENTRE

Manufacture des Tabacs | Room 219 – 2<sup>nd</sup> floor  
Tel: +33 (04) 78 78 73 87 | [maison-des-langues@univ-lyon3.fr](mailto:maison-des-langues@univ-lyon3.fr)

### ⦿ STUDENT DISABILITY SERVICES

Manufacture des Tabacs | Ground floor  
Tel: +33 (04) 78 78 78 01 | [magali.lastricani@univ-lyon3.fr](mailto:magali.lastricani@univ-lyon3.fr)

### ⦿ EMPLOYMENT AND INTERNSHIP OFFICE

**Career Information, Orientation and Integration Services**  
Manufacture des Tabacs | Ground floor of the library, between the two courtyards  
Tel: +33 (04) 78 78 78 40 | [bes@univ-lyon3.fr](mailto:bes@univ-lyon3.fr)

## SECRETARY'S OFFICE

### ⦿ LAW SCHOOL

Bachelor                      Tel: 04 78 78 75 05 | 75 67  
Masters 1                    Tel: 04 78 78 71 36 | 71 35 | 73 00  
Masters 2                    Tel: 04 78 78 71 32 | 71 93

### ⦿ BUSINESS SCHOOL

Bachelor                                      Tel: 04 78 78 76 06  
Bachelor of Management Sciences      Tel: 04 78 78 76 09  
Masters                                        Tel: 04 78 78 70 66

# IMPORTANT INFORMATION

## ⦿ FACULTY OF LANGUAGES

Bachelor LEA*	Tel: 04 78 78 70 86
Bachelor 1 LLCE**	Tel: 04 78 78 73 33   73 36
Bachelor 2 LLCE	Tel: 04 78 78 76 18
Bachelor 3 LLCE	Tel: 04 78 78 70 80
Masters 1 LEA	Tel: 04 78 78 70 87
Masters 2 LEA	Tel: 04 78 78 77 54
Masters 1 and 2 LLCE	Tel: 04 78 78 74 63   77 74

## ⦿ FACULTY OF ARTS AND CIVILISATION

Bachelor 1 and 2	Tel: 04 78 78 77 07
Bachelor 3	Tel: 04 78 78 77 42   74 51
Masters 1 and 2	Tel: 04 78 78 77 43   74 47
Communication Studies "Infocom"	Tel: 04 78 78 71 77
Master of Education	Tel: 04 26 31 87 66

## ⦿ FACULTY OF PHILOSOPHY

Bachelor 1, 2 and 3	Tel: 04 26 31 88 06   04 26 31 85 28
Masters 1 and 2	Tel: 04 78 78 72 61   70 42

## ⦿ "BOURG-EN-BRESSE" CAMPUS

Tel: 04 74 23 82 30

## IMPORTANT CONTACT DETAILS AT LYON

- Lyon Tourism Office | [www.lyon-france.com](http://www.lyon-france.com)
- City of Lyon | [www.lyon.fr](http://www.lyon.fr)
- Lyon Campus | [www.lyoncampus.info](http://www.lyoncampus.info)
- Only Lyon | [www.onlylyon.org](http://www.onlylyon.org)
- Lyon CROUS | [www.crous-lyon.fr](http://www.crous-lyon.fr)

## EMBASSIES AND CONSULATES IN FRANCE

It is a good idea to notify your embassy or consulate of your arrival shortly after you have entered France.

You can find the address of your embassy or consulate on the **Ministry of Foreign Affairs'** website [www.mfe.org](http://www.mfe.org) > **Annuaire** > **Ambassades et consulats français à l'étranger**

\* "Langues étrangères appliquées" (LEA) Applied Foreign Languages

\*\* "Langues, Littératures et civilisations étrangères" (LLCE) Foreign Languages, Literature and Civilisations



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## UNDERSTANDING ACRONYMS

AES	Administration des Entreprises et Société
ALS	Allocation Logement à caractère Social
APB	Admission Post-Bac
APL	Aide Personnalisée au Logement
BAIP ou BES	Bureau d'Aide à l'Insertion Professionnelle (ancien BES : Bureau Emploi-Stages)
BU	Bibliothèque Universitaire
BVE	Bureau de la Vie Étudiante
C2I	Certificat Informatique et Internet
CAF	Caisse d'Allocations Familiales
CEUBA	Centre d'Études Universitaires de Bourg et de l'Ain
CIDO	Centre d'Information, de Documentation et d'Orientation
CILF	Certificat d'initiation à la langue française
CM	Cours Magistraux
CNOUS	Centre National des Œuvres Universitaires et Scolaires
COMPOSANTE	Faculté ou Institut
CROUS	Centre Régional des Œuvres Universitaires et Scolaires
DAEU	Diplôme d'Accès aux Études Universitaires
DAP	Demande d'Admission Préalable
DAVM	Division de l'Audiovisuel et du Multimédia
DEUF	Diplôme d'Études Universitaires Françaises
DOCTORAT	3 <sup>e</sup> grade du système LMD (Bac+8)
ENT	Environnement Numérique de Travail
DOYEN	Directeur d'une Faculté
DU	Diplôme d'Université
DUT	Diplôme Universitaire de Technologie
ECTS	European Credit Transfer System
FSDIE	Fonds de Solidarité et de Développement des Initiatives Étudiantes
IAE	Institut d'Administration des Entreprises
IDC	Institut de Droit Comparé
IUT	Institut Universitaire de Technologie
J3MTV	Chaîne de télé interne de l'université Jean Moulin Lyon 3
LEA	Langues Étrangères Appliquées
LICENCE	1 <sup>er</sup> grade du système LMD (Bac+3)
LLCE	Langues, Littératures et Civilisations Étrangères
LL.M.	Master of Laws
LMD	Licence – Master – Doctorat
LMDE	Sécurité sociale étudiante et mutuelle
MASTER	2 <sup>e</sup> grade du système LMD (bac+5)
PCA	Point Central d'Accueil
PEB	Prêt Entre Bibliothèques
PUP	Pôle Universitaire de Proximité
RI	Relations Internationales
RU	Restaurant Universitaire
SCUIO-IP	Service Commun Universitaire d'Information, d'Orientation et d'Insertion Professionnelle
SELF	Study in English, Lyon France
SeTIC	Service des Technologies de l'Information et de la Communication
SMERRA	Sécurité sociale étudiante et mutuelle
SMPPS	Service de Médecine Préventive et de Promotion de la Santé
TD	Travaux Dirigés
TOEFL	Test Of English for Foreign Languages
TOEIC	Test Of English for International Communication
UE	Unité d'Enseignement
UEC	Unité d'Enseignement Complémentaire
UEF	Unité d'Enseignement Fondamentale
UEO	Unité d'Enseignement d'Ouverture
UFR	Unité de Formation et de Recherche

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15 quai Claude Bernard | Lyon 7<sup>e</sup>

### CEUBA

2 rue du 23<sup>ème</sup> RI | Bourg-en-Bresse

### MANUFACTURE DES TABACS

6 cours Albert Thomas | Lyon 8<sup>e</sup>